

# **Formatting Guidelines for Conference, Webcast & Recorded Presentations**

September 2007

**Documentation & Information Services  
Savannah River Site  
Building 703-43A  
Aiken, SC 29808**

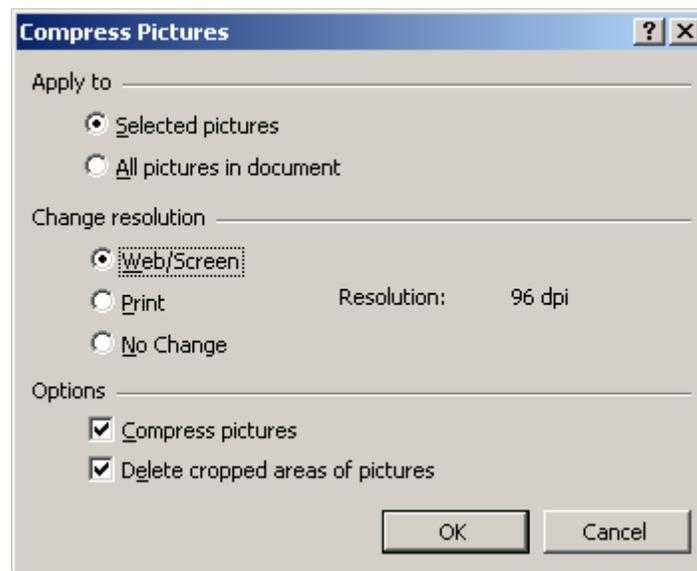
## Guidelines for Webcast & Recorded Presentations

This event will be both Webcast for remote audiences and recorded for an electronic proceedings, necessitating more stringent guidelines for slide preparation.

### File Format

- ❖ **Windows PowerPoint** slides are preferred (although Mac OS slides should be useable).
- ❖ Remember to include media files and other external objects to ensure presentations play correctly. (Windows Media Player and QuickTime are the player applications for media files.)
- ❖ To avoid unexpected type-rendering, fonts should be embedded (see attachment), especially where technical notation involves pi or symbol characters.
- ❖ Graphics should be optimized for onscreen presentation (i.e., cropped and recompressed) in an image-editing application or in PowerPoint itself (see figure):

#### Format>Picture>Compress [Button]



### Presentation Style & Structure Considerations (see also graphics in attachment)

- ❖ Each presentation should begin with a title slide that includes topical title; the presenter's name, position, and institution; the date; and some reference to the conference..
- ❖ Presenters should include a Q&A slide (if appropriate) and a contact information slide at the end (combined Q&A/Contact is fine; just so there's an image to show during Q&A)
- ❖ Fonts should be sans serif and—to enhance visibility—no smaller than 14 point.

## **Guidelines for Webcast & Recorded Presentations-2**

- ❖ Limit font styles (title, text, labels., etc.) to a reasonable minimum to avoid distraction. Upper- and lower-case type reads better than all caps; use normal capitalization for content.
- ❖ Charts and graphs with clear X-Y labeling are frequently more successful than tables for communicating statistical information.

### **Information Release Requirements**

- ❖ Presenters must ensure their content is appropriately reviewed for public release and must sign release waivers (see attached Permission to Publish form).
- 

### **Attachments**

- ❖ Format guidance for PowerPoint slides
- ❖ Permission to Publish form
- ❖ Workshop/Conference Speaker Presentation Checklist

# Conference presentation guide

- Institutional and corporate slide formats are acceptable, provided their specifications are compatible with minimal Webcasting requirements (see Type Specification, pp. 3–4)
- Animations and media files are welcome; Windows Media Player is preferred
- Please name files *authorlastname.ppt* (add -1, -2, etc. for multiple presentations)
- Three pages that follow provide other guidelines

# Presentation Title

Thematic/Institutional Graphic

Please add to  
title slide if not  
already included

**Author Name, Affiliation  
Date of Presentation**

# Slide title: bold, sans-serif, 28- to 32-point

Type specifications for  
Webcasting & recording

- **1<sup>st</sup>-level subtitle: sans-serif, 24- to 28-pt**
  - **2<sup>nd</sup>-level subtitle: sans-serif, 20- to 24-pt**
    - 3<sup>rd</sup>-level subtitle: sans-serif, 18- to 20-pt

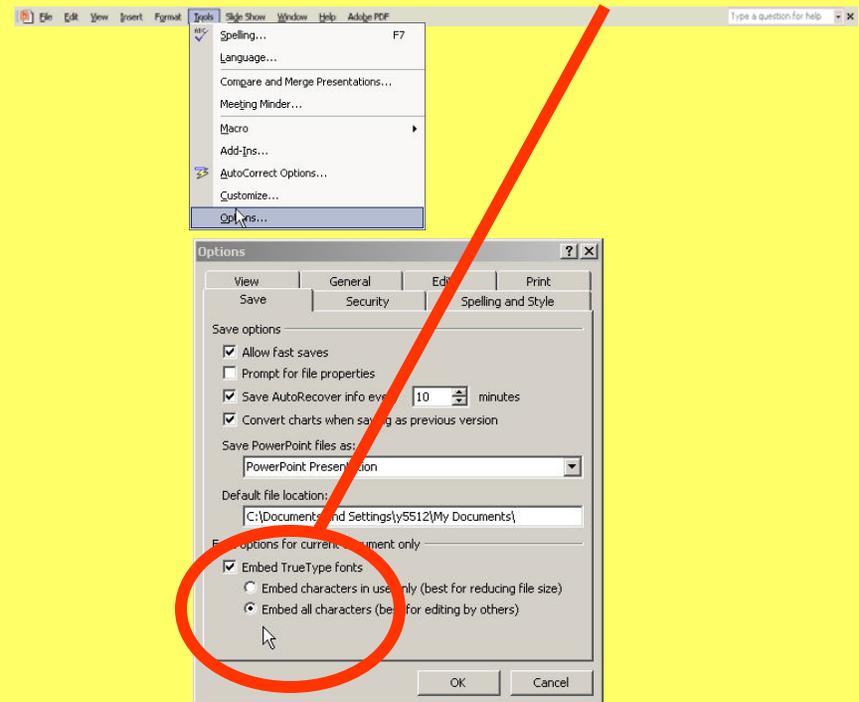
Please include title &  
slide No. in footer on all  
but title slide

Presentation title

3

# Fonts should be embedded ...

- Embed all fonts (from Tools>Options>Save ...)



# Workshop/Conference Speaker Presentation Checklist

<b>Presenter's Name</b> _____ <b>Arrival Date</b> _____ <b>Institution/Company</b> _____ <b>Presentation Title</b> _____ <b>Presentation Date</b> _____		
<b>Platform</b>  <input type="checkbox"/> Windows2000 <input type="checkbox"/> WindowsXP <input type="checkbox"/> Other...  _____ _____ _____ _____	<b>Software</b>  <input type="checkbox"/> PowerPoint - Office 2003 <input type="checkbox"/> PowerPoint - Office XP <input type="checkbox"/> Other...  _____ _____ _____ _____	<b>Media Clips</b>  <input type="checkbox"/> WMV <input type="checkbox"/> AVI <input type="checkbox"/> Other...  _____ _____ Will your clips work in 800x600 screen resolution?
<b>Presentation Prep Checklist</b>  <input type="checkbox"/> Title Slide <input type="checkbox"/> Topical Agenda Slide <input type="checkbox"/> Q&A Slide <input type="checkbox"/> Numbered Slides <input type="checkbox"/> Standard Fonts	<b>Speaker Checklist</b>  <input type="checkbox"/> Signed Waiver (permission to publish & record) <input type="checkbox"/> Bio & Photo Submitted <input type="checkbox"/> Hard Copy of Presentation (for audio/visual staff)	
<b>Other Presentation Requirements</b>  <input type="checkbox"/> Easel with pad <input type="checkbox"/> Whiteboard <input type="checkbox"/> Internet Connection <input type="checkbox"/> Poster Display Table <input type="checkbox"/> Copies of Handouts <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Other...  _____ _____ _____ _____	<b>Presentation Submission</b>  <b>SRS will provide the presentation computer for the conference: Windows2000 with PowerPoint, Excel, Word, PDF Reader, Windows Media Player, Quicktime Player, digital projector, and Internet Explorer. The screen resolution will be set to 800x600 to achieve optimal screen recording. All speakers will be using microphones for optimal audio recording.</b>   <div style="text-align: right;"> <b>Audio/Visual Staff: Cindy Orris</b>  <b>Email: <a href="mailto:cynthia.orris@srnl.doe.gov">cynthia.orris@srnl.doe.gov</a></b>  <b>Pager: (803) 725-7243, #10584</b> </div> <input type="checkbox"/> Email <input type="checkbox"/> USB Thumbdrive <input type="checkbox"/> CD-ROM <input type="checkbox"/> Other... _____	